



DIVISION OF CHILD CARE AND EARLY LEARNING (DCCEL)  
SEASONAL CHILD CARE PROGRAM  
**SCC NOTICE OF PLANNED ACTION**

DATE

LOCAL OFFICE

STAFF NAME

TELEPHONE NUMBER

**Call if you need help with this letter.**

FOLD

Seasonal Child Care subsidy payments to your child care provider will end or change on the date below. Please talk with your provider to discuss your arrangements for making child care payments after this date.

- ☐ Your Seasonal Child Care (SCC) eligibility will end \_\_\_\_\_. Payments for child care subsidies will stop on this date.
- ☐ Your Seasonal Child Care (SCC) subsidy payments will change on: \_\_\_\_\_
- ☐ Your new copay amount will be: \_\_\_\_\_
- ☐ **Your child care benefits are being changed or terminated prior to the end of your currently authorized period. This notice provides you with ten (10) days of advance and adequate notice as required by program policy and Washington Administrative Code, WAC 388-292-0145.**

**REASON FOR ABOVE ACTION**

- ☐ You withdrew your request for child care assistance.
- ☐ You do not meet program eligibility criteria under WAC 388-292-0005 and WAC 292-0025.
- ☐ You do not have an eligible child under WAC 388-292-0010 and WAC 388-292-0025.
- ☐ Your activities do not meet the requirements in WAC 388-292-0020.
- ☐ You have failed to pay, or make arrangements to pay, your required copayment, under WAC 388-292-0005.
- ☐ The provider you selected is not eligible for subsidy payments under WAC 388-292-0085. You must select another provider. If you do not provide new provider information by \_\_\_\_\_, we will determine that you have withdrawn your request for child care assistance.
- ☐ Other (specify): \_\_\_\_\_

**FAIR HEARING RIGHTS**

If you disagree with this decision, you may ask for a Fair Hearing by writing to the OFFICE OF ADMINISTRATIVE HEARINGS, PO BOX 42489, OLYMPIA WA 98504-2489. You must request your fair hearing within 90 days of the date you receive this letter.

At the Fair Hearing, you have the right to represent yourself, be represented by an attorney, or by any other person you choose. You may be able to get free legal advice or representation by contacting an office of legal services. You may be eligible to receive continued subsidy child care pending the outcome of a Fair Hearing only if you request a hearing within 10 days of receiving this notice. If you lose the hearing, any SCC program subsidies you use between the date you get this notice and the date of the hearing or hearing decision, is an overpayment to you and will need to be repaid to DSHS.